



September 22, 2009

Los Angeles County
Board of Supervisors

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Fifth District

John F. Schunhoff, Ph.D.
Interim Director

Robert G. Splawn, M.D.
Interim Chief Medical Officer

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TO: Each Supervisor

FROM: John F. Schunhoff, Ph.D. 
Interim Director

SUBJECT: **NOTIFICATION OF DEPARTMENT OF HEALTH SERVICES'
USE OF DELEGATED AUTHORITY TO EXECUTE U.S.
DEPARTMENT OF HEALTH AND HUMAN SERVICES
FUNDS HOSPITAL PREPAREDNESS PROGRAM
AGREEMENT WITH VICTORIA VANDENBERG**

This is to advise your Board that the Department of Health Services is exercising its delegated authority, approved on December 18, 2007, (attached), to execute a sole source agreement with Victoria Vandenberg, a Sole Proprietor, effective upon execution through August 8, 2010.

Under this Agreement, Ms. Vandenberg will assist the Emergency Medical Services (EMS) Agency by developing and providing a burn care course for 9-1-1 receiving facilities, *Burn Care* manuals (to be distributed to course participants, and additional manuals shall be provided to the EMS Agency for distribution to each 9-1-1 receiving hospital) and assist the EMS Agency in the review and revision of the Burn Disaster Policy. The County's maximum obligation (\$25,000) will be offset entirely with Hospital Preparedness Program (HPP) Grant funds, awarded by the U.S. Department of Health and Human Services (USHSS) for the period August 9, 2008 through August 8, 2010.

The County has contracted with Ms. Vandenberg in the past for related services, which were approved by your Board, and funded by the USHSS' HPP Grant.

County Counsel has reviewed and approved the Agreement as to form. The Chief Executive Office has also reviewed and approved the Agreement.

If you have any questions or require additional information, please let me know.

JFS:rb

Attachment

c: Chief Executive Officer
Acting County Counsel
Executive Officer, Board of Supervisors



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

December 18, 2007

38 DEC 18 2007

The Honorable Board of Supervisors
of Los Angeles
Kenneth Hahn Hall of Administration
500 North Main Street
Los Angeles, California 90012

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Board of Supervisors
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First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

Dear Supervisors:

→ **DEPARTMENT OF HEALTH SERVICES: REQUEST FOR ACCEPTANCE OF
HOSPITAL PREPAREDNESS PROGRAM GRANT AWARD FROM THE UNITED
STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES AND APPROVAL OF
AGREEMENTS AND AMENDMENTS TO IMPLEMENT THE PROGRAM ACTIVITIES
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize and instruct the Director of the Department of Health Services (Director), or his designee, to accept the Federal Fiscal Year (FFY) 2007 Hospital Preparedness Program (HPP) grant award, in the amount of \$13,111,395, from the United States Department of Health and Human Services (USDHHS). This grant provides funds to build medical surgical capacity through associated planning, personnel, equipment, training and exercise capabilities. The grant funding is for the period of September 2007 through August 2008, with an expected one-year no-cost extension to August 2009.
2. Authorize the Director, or his designee, to fill one position as described in Attachment B, in excess of what is currently authorized in the Department of Health Services' (DHS) staffing ordinance pursuant to Section 6.06.020 of the County Code, subject to allocation by the Chief Executive Office (CEO), 100 percent funded by the HPP grant.

3. Approve and delegate authority to the Director, or his designee, to accept future HPP grant awards from the USDHHS, for the full five-year federal grant authorization from September 2007 to August 2012, and the expected one-year no-cost extension to August 2013, within the parameters set forth in each year's grant guidance and as approved through the application process, subject to review and approval by County Counsel and the CEO, and notification to the Board.
4. Approve and delegate authority to the Director, or his designee, to select non-hospital contractors and negotiate and execute agreements and amendments to existing agreements, using the County approved standard contract language, to implement specific activities required to support the HPP and to accomplish the grant objectives, up to an amount not to exceed \$400,000 annually, each year a HPP award is received, through August 2013, for each agreement entered into, within the parameters set forth herein, subject to review and approval by County Counsel and the CEO and notification to the Board.
5. Approve and delegate authority to the Director, or his designee, to continue to work with healthcare providers (new and existing participants in the HPP), including acute care hospitals (the County operated hospitals shall also operate under the terms of these agreement amendments), clinics and other healthcare entities, to negotiate and execute agreements and amendments to existing agreements, substantially similar to Exhibits I through VI, effective January 1, 2008 through December 31, 2008, and thereafter on a year-to-year basis, each year that a HPP award is received, through August 31, 2013, to implement specific activities required by the HPP to build medical surge capability and to accomplish the grant objectives, as approved in the application process, within the parameters set forth herein, subject to review and approval by County Counsel and the CEO and notification to the Board.
6. Approve and delegate authority to the Director, or his designee, on an annual basis, to extend the period to obligate the awarded funding from the HPP, through a 12-month no-cost extension, as allowed each grant year by the HPP, through August 2013, within the parameters set forth by the federal grants management office.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

Approval of these recommended actions will enable DHS to enhance the healthcare community's ability to respond to natural and man-made disasters. The funding provided through the HPP will be used to build medical surge capacity through associated planning, personnel, equipment, training and exercise capabilities.

Approval of the agreements with the non-hospital contracts will support the HPP program by providing services such as the Emergency System of Advance Registration for Volunteer Health Professionals (ESAR-VHP) provider credentialing system, contracted to the Hospital Association of Southern California, which provides the system and credentialing to maintain the volunteer provider roster that will be used in the event of major health emergencies. The use of these funds is subject to the specific grant requirements in the federal HPP grant.

Implementation of Strategic Plan Goals

This action supports the County's Strategic Plan Goal No. 1 for Service Excellence by enhancing the County's ability to prepare hospitals and supporting health care systems to deliver coordinated and effective care to victims of terrorism and other public health emergencies.

FISCAL IMPACT/FINANCING

There is no cost to the County. The HPP is 100 percent funded by grant funds provided by USDHHS. The FFY 2007 HPP grant funding is a total amount of \$13,111,195 and the grant period is September 2007 through August 2008, with an expected one-year no-cost extension to August 2009.

Funding is included in the Health Services Administration Fiscal Year 2007-08 Final Budget and will be requested in future fiscal years. The Nurse Manager position will be requested in the FY 2008-09 Health Services Administration Budget Request.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On September 3, 2002, the Board approved and accepted Los Angeles County's first apportionment of grant funds for the National Bioterrorism Hospital Preparedness Program, designated for hospital terrorism preparedness program activities.

Funding to the County for this purpose has continued in subsequent years and on January 18, 2005, the Board accepted funding in the amount of \$15,583,364, for continued participation in the HPP for the period effective August 31, 2004, through August 31, 2005, and delegated authority to the DHS to accept future grant awards through August 31, 2007.

On September 1, 2006, DHS exercised its delegated authority and accepted FFY 2006 grant funding in the amount of \$15,084,217, for the period effective September 1, 2006, through August 31, 2007. As such, under the same delegated authority, the current HPP agreements with the 75 participating hospitals and clinic association were extended through August 31, 2007.

On September 4, 2007, the Board approved amendments and agreements with the 75 participating hospitals and clinic associations to extend the current agreements through March 31, 2008 and delegated authority to the Director, or his designee, to sign subsequent agreements and amendments with qualified HPP providers through August 31, 2008.

In 2007, the National Bioterrorism Hospital Preparedness Program was renamed the HPP. The HPP was reauthorized for another five years by Section 2802 of the Public Health Services Act, as amended by the Pandemic and All-Hazards Preparedness Act (Public Law 107-188) authorizing the Secretary of USDHHS to award cooperative agreements to improve surge capacity and enhance community and hospital preparedness. Each year the federal government appropriates funds for the HPP during their budgeting process. Funding for the FFY 2007 awards is provided by the Revised Continuing Appropriations Resolution, 2007 (Public Law 110-5). The FFY 2007 HPP grant funding is \$13,111,195 and the grant period is September 2007 through August 2008, with an expected one-year no-cost extension to August 2009. Los Angeles County continues to be one of four metropolitan jurisdictional areas that are direct recipients of these grant funds.

Attachment A provides additional information; Attachment B is a description of the requested position; Attachment C is the program budget summary based on the Federal Standard Form 424 requirements for budgeting; Attachment D is the Grant Management Statement, which the Board instructed all County departments to include in all Board letters for grants exceeding \$100,000; and Attachment E is a listing of the HPP participating hospitals and their level of participation.

County Counsel has approved Exhibits I through VI as to use and form.

CONTRACTING PROCESS

Currently, 75 acute care hospitals and the Community Clinic Association of Los Angeles County (CCALAC) are participants. These hospitals participate at the Basic level, Expanded level or as a Disaster Resource Center. As a Basic level participant to the HPP, hospitals receive funding to enhance their overall disaster preparedness with an emphasis on responding to terrorism events. At the Expanded level, hospitals receive both Basic level funding, as previously described, and additional funding to develop a fixed, warm water decontamination capability. Finally, as a Disaster Resource Center, 13 of the 75 participating hospitals, geographically distributed throughout the County, receive funding to enhance surge capacity for hospitals through the provision of ventilators, pharmaceuticals, medical/surgical supplies and large tent shelters to provide treatment to victims of disasters. Disaster Resource Centers are also responsible for enhancing hospital planning and cooperation in their geographical area to include planning that addresses medical surge capacity. This planning addresses the use of non-hospital space to shelter and treat mass casualties, including the role of local community health centers and clinics.

All non-participating acute care hospitals, and community clinics that are members of the CCALAC, will be offered the opportunity to be included in the HPP, if they express interest.

The Department is requesting delegated authority to select non-hospital contractors for services to support the HPP and in accordance with the terms of any approved grant HPP grant application, up to an annual amount of \$400,000. These agreements will be reviewed by County Counsel and the CEO, with notification to the Board.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of these actions will allow the utilization of funding support to build medical surgical capacity through associated planning, personnel, equipment, training and exercise capabilities.

Approval of these actions will also allow year-to-year agreements with participating hospitals and the CCALAC to work together to meet the goals of the HPP and to complete approved activities, as delineated in the grant guidance and defined in the application submitted each year by Los Angeles County.


Any additional agreements entered into under the HPP will allow completion of other approved activities that will further enhance the County's hospital terrorism preparedness program activities.

Honorable Board of Supervisors
December 18, 2007
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CONCLUSION

When approved, the Department of Health Services requires three signed copies of the Board's action.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:SRH
SAS:LT:bjs

Attachments (11)

c: County Counsel
Director

Officer, Department of Health Services

preparedness

ATTACHMENT A

SUMMARY OF AMENDMENT AND AGREEMENT

1. Type of Service:

The U. S. Department of Health and Human Services (USDHHS) provides grant funding under the Hospital Preparedness Program (HPP) to build medical surgical capacity through associated planning, personnel, equipment, training and exercise capabilities to enhance the healthcare community's ability to respond to natural and man-made disasters.

2. Address and Contact Person:

For Grants Administration:

Roscoe Brunson, Grants Management Specialist
Office of Grants Management
1101 Wootton Parkway, Suite 550
Rockville, MD 20852
Phone No.: (240) 453-8837
E-Mail Address: Roscoe.Brunson@hhs.gov

For Programmatic issues:

Mollie Mahany, Project Officer
Office of Preparedness and Emergency Operations
330 C Street, SW. Fifth Floor
Washington, DC 20201
Phone No. (202) 205-8648
E-Mail Address: Mollie.Mahany@hhs.gov

3. Term:

The term of HPP agreements and amendments with 75 acute care hospitals and the Community Care Association of Los Angeles County is January 1, 2008 through December

Financial Information:

There is no cost to the County. The HPP is 100% funded by grant funds provided by USDHHS. The Federal Fiscal Year 2007 HPP grant funding is a total amount of \$13,111,195 for the grant period of September 1, 2007 through August 8, 2008. Funding is included in the Health Services Administration Fiscal Year 2007-08 Final Budget and will be requested in future fiscal years.

5. Primary Geographic Area to be Served:

Countywide.

6. Accountable for Program Monitoring:

The County's local EMS Agency.

7. Approvals:

Emergency Medical Services Agency: Cathy Chidester, Acting Director

Contracts and Grants Division: Cara O'Neill, Chief

County Counsel: Edward A. Morrissey, Sr. Deputy County Counsel

CEO Budget Unit: Latisha Thompson

ATTACHMENT B

HOSPITAL PREPAREDNESS PROGRAM FISCAL YEAR 2007-2008
POSITIONS IN EXCESS OF CURRENTLY AUTHORIZED IN THE
DEPARTMENT OF HEALTH SERVICES STAFFING ORDINANCE
(SECTION 6.06.020 OF THE COUNTY CODE)

Total of 1 Item – Programmatic Position

Nurse Manager – 1 position

This position will serve as the Program Manager for the Hospital Preparedness Program.

ATTACHMENT C

HOSPITAL PREPAREDNESS PROGRAM
FEDERAL FISCAL YEAR 2007 BUDGET

Allocated Area	Budget
Personnel – New position - Program Manager (1) Existing positions - Senior Nursing Instructor (4), Senior Disaster Services Analyst (2) and Senior Typist Clerk (1)	\$798,500
Fringe Benefits @ 49.22%	\$393,022
Supplies	\$25,240
Travel	\$35,988
Contractual Association Agreements - \$9,736,700 - \$470,000 Medical Project - \$125,000	\$10,331,700
Other	\$335,000
Total Direct Costs	\$11,919,450
Indirect Costs	\$1,191,945
Total Costs	\$13,111,395

ATTACHMENT D

Los Angeles County Chief Administrative Office Grant Management Statement for Grants Exceeding \$100,000

Department: Health Services (DHS)		
Grant Project Title and Description		
HOSPITAL PREPAREDNESS PROGRAM – hospitals, clinics and providers will implement specific activities required to support the Hospital Preparedness Program.		
Funding Agency	Program (Fed. Grant #/State Bill or Code #)	Grant Acceptance Deadline
USHHS-HPP	U3REP070045	ASAP
Total Amount of Grant Funding: \$13,111,395		County Match: None
Grant Period: 49 Weeks	Begin Date: 09/01/07	End Date: 08/08/08
Number of Personnel Hired Under This Grant: 1	Full Time: 1	Part Time:
Obligations Imposed on the County When the Grant Expires		
Will all personnel hired for this program be informed this is a grant-funded program?	Yes <input checked="" type="checkbox"/> X	No <input type="checkbox"/>
Will all personnel hired for this program be placed on temporary ("N") items?	Yes <input checked="" type="checkbox"/> X	No <input type="checkbox"/>
Is the County obligated to continue this program after the grant expires?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X
If the County is not obligated to continue this program after the grant expires, the Department will:		
a.) Absorb the program cost without reducing other services	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X
b.) Identify other revenue sources (describe below)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X
c.) Eliminate or reduce, as appropriate, positions/program costs funded by the grant.	Yes <input checked="" type="checkbox"/> X	No <input type="checkbox"/>
Impact of additional personnel on existing space:		
DHS is working to identify space for this staff member		
Other requirements not mentioned above:		

Department Head Signature _____

Date: _____

HOSPITAL PREPAREDNESS PROGRAM PARTICIPANTS
AND LEVEL OF PARTICIPATION

	<u>PARTICIPANT</u>	<u>LEVEL</u>
1	California Hospital Medical Center	E/DRC
2	Cedars Sinai Medical Center	E/DRC
3	Childrens Hospital Los Angeles	E/DRC
4	Henry Mayo Newhall Memorial Hospital	E/DRC
5	Kaiser Foundation Health Plan, Inc. - Sunset (LA)	E/DRC
6	LAC Harbor-UCLA Medical Center	E/DRC
7	LAC+USC Medical Center	E/DRC
8	Long Beach Memorial Medical Center	E/DRC
9	Pomona Valley Hospital Medical Center	E/DRC
10	Presbyterian Intercommunity Hospital	E/DRC
11	Providence Saint Joseph Medical Center	E/DRC
12	Saint Mary Medical Center	E/DRC
13	UCLA Medical Center	E/DRC
14	AHMC Greater El Monte Community Hospital	B
15	Barlow Respiratory Hospital	B
16	Beverly Hospital	B
17	Catalina Island Medical Center	B
18	Century City Doctors Hospital	B
19	City of Angels Medical Center	B
20	City of Hope National Medical Center	B
21	Centinela Freeman Regional Medical Center- Marina Campus	B
22	East Los Angeles Doctors Hospital	B
23	East Valley Hospital Medical Center	B
24	Garfield Medical Center	B
25	Hollywood Presbyterian Medical Center	B
26	Lakewood Regional Medical Center	B
27	Monterey Park Hospital	B
28	Olympia Medical Center	B
29	Pacific Alliance Medical Center	B
30	Pacific Hospital of Long Beach	B
31	Rancho Los Amigos Hospital National Rehabilitation Center	B
32	San Dimas Community Hospital	B
33	San Gabriel Valley Medical Center	B
34	St. Johns Hospital and Health Center	B
35	Tri-City Regional Medical Center	B
36	Santa Monica-UCLA Medical Center	B
37	Valley Presbyterian Hospital	B
38	White Memorial Medical Center	B
39	Whittier Hospital	B
40	Alhambra Hospital Medical Center	E

	<u>PARTICIPANT</u>	<u>LEVEL</u>
41	Antelope Valley Hospital	E
42	Brotman Medical Center	E
43	Centinela Freeman Regional Medical Center-Centinela Campus	E
44	Citrus Valley Medical Center-Intercommunity Campus	E
45	Citrus Valley Medical Center-Queen of the Valley	E
46	Community Hospital of Long Beach	E
47	Downey Regional Medical Center	E
48	Foothill Presbyterian Hospital	E
49	Glendale Adventist Medical Center	E
50	Glendale Memorial Hospital and Health Center	E
51	Good Samaritan Hospital	E
52	Huntington Memorial Hospital	E
53	Kaiser Foundation Hospital- Baldwin Park	E
54	Kaiser Foundation - Bellflower	E
55	Kaiser Foundation - South Bay Medical Center	E
56	Kaiser Foundation - West Los Angeles	E
57	Kaiser Foundation - Panorama City	E
58	Kaiser Foundation - Woodland Hills	E
59	LAC Olive View-UCLA Medical Center	E
60	Lancaster Community Hospital	E
61	Little Company of Mary Hospital	E
62	Little Company of Mary-San Pedro Hospital	E
63	Los Angeles Metropolitan Medical Center	E
64	Memorial Hospital of Gardena	E
65	Methodist Hospital of Southern California	E
66	Mission Community Hospital	E
67	Northridge Hospital Medical Center- Roscoe Campus	E
68	Pacifica Hospital of the Valley	E
69	Providence Holy Cross Medical Center	E
70	Saint Vincent Medical Center	E
71	Sherman Oaks Community Hospital	E
72	St. Francis Medical Center	E
73	Torrance Memorial Medical Center	E
74	Verdugo Hills Hospital	E
75	West Hills Hospital and Medical Center	E
76	The Community Clinic Association of Los Angeles County	CC

LEGEND

E/DRC - Expanded/Disaster Resource Center

E - Expanded

B - Basic

CC-Community Clinic